**Logging into EDMS for the First Time**

For users that need access to vessels previously registered in EDMS:

1. Visit the EDMS Home page at <https://dec.alaska.gov/Applications/Water/EDMS>.
2. Click “**Sign-in**”. You will be taken to the myAlaska sign-in page.
3. Either log in with your existing myAlaska account or click the “**New User: Register for a myAlaska Account**” button to create a new My Alaska account and complete the registration process.
4. After logging in to myAlaska, you will be redirected back to EDMS.
5. Set up your five security questions.
6. Click “**Add a Site”** and then click “**It has been Registered with Alaska DEC”.**
7. Click “**Search for site by Location”.** A new Window will open and then enter the vessel name in the “**Search by Key Words”** search window in the upper left side of the browser.
8. Select the vessel from the results and then Click “**Claim This Site”**. An email will be sent to the email address provided.

For a new vessel that has not yet registered with Alaska DEC:

1. Follow steps 1-6 above and click the “**It has Never Been Registered with Alaska DEC”** option**.**
2. Click “**I want to Start a New Application”.**
3. Selec**t Cruise Ship Registration** from the list and follow the registration instructions.

**Inviting Others to Manage Your Vessels**

As an EDMS user administrator, you can invite coworkers, associates, and consultants/contractors to view and submit data on behalf of your vessel. *To invite others:*

1. Click “Authorized Users” menu item
2. Click the “Invite User” button at the top of the screen
3. Type the name, email, and select the role you wish to grant to the user
4. Click the “Invite User” button

An email will be sent to the email address provided containing a special link that activates the invitation.

**For More Information**

For more information, visit the EDMS Help Page at <https://dec.alaska.gov/water/edms/edms-help>

If you have any questions regarding the setting up your account in EDMS or need technical assistance, please submit a Help Request to edms.help@alaska.gov include a phone number where you can be reached for assistance.

**Cruise Ship Information – 2024 Season**

* EDMS is the primary means for all submittals (applications/deliverables)
* Please check EDMS frequently.

*See Tables 1 and 2 for Required Due Dates.*

* If you have any questions or concerns through the season, please use our general email at DEC.WQ.Cruise@alaska.gov.

*Emailing DEC staff members directly may result in a delayed response.*

* DEC requires that all unauthorized incidents that may result in a violation of the General Permit be reported:
	+ verbally within 24 hours of discovery of the incident, and
	+ written (EDMS/email) submission of noncompliance notification within 5 days after discovery of the incident, this includes sample exceedances.

Please contact Mark Chryss at 907-269-4720 with these verbal reports.

* DEC Cruise Ship Program staff will be conducting underway inspections of all large discharging vessels. DEC intends to have an inspection plan in place before the season and expects all vessels to be aware/prepared for accommodating DEC inspectors.
* DEC staff will need access to Wi-Fi while conducting their underway inspection. Please make sure this is communicated to onboard staff and provided to inspectors upon boarding. We appreciate your help with this.
* Vessel Specific Sampling Plans (VSSPs) should include a key describing all overboard discharge valves (i.e., all valves mentioned/described in discharge logs submitted to DEC).
* All post-season document requirements will now be due within 14 days of the vessel’s last voyage in Alaska waters. See the Tables 1 and 2.
* In addition to the Cruise Ship Program, separate divisions within DEC and Federal Agencies also have jurisdiction on commercial passenger vessels operating in Alaska waters. Correspondence on the following should go directly to the specific agency listed as follows:
* Division of Air Quality: All items relating to monitoring and reporting of air emissions/opacity items moved to DEC, Division of Air Quality.
* Division of Water – Wastewater Discharge Authorization and APDES Program (DOW-WDAP): All Discharge Authorizations (GP / BMP)
* Division of Spill Prevention and Response (SPAR): Requirements for obtaining a Certificate of Financial Responsibility (COFR) and/or a Contingency Plan (C-Plan) are handled by the Prevention Preparedness and Response (PPR) Program. Cruise Ships are categorized as Non-tank Vessels (NTVs).

**Table 1. CPVEC Requirements and Due Dates: Large Cruise Ships**

|  |  |
| --- | --- |
| **Document** | **Due Date (2024)** |
| **Registration Requirements:** |
| Registration with original notarized signature page submitted (AS 46.03.461, 18 AAC 69.010) | March 1 |
| Nonhazardous Solid Waste Offloading and Disposal Plan(AS 46.03.475(e)(1), Plan requirements at 18 AAC 69.035) | March 1 |
| Hazardous Waste and Hazardous Substance Offloading Plan (AS 46.03.475(e)(2), Plan requirements at 18 AAC 69.040) | March 1 |
| Environmental Compliance Fee and Ocean Ranger Fee | June 1 |
| **Requirements while IN ALASKA WATERS:** |
| Reporting of hourly vessel location (Monthly Report) | Due by 5th day of the following month |
| Reporting of daily discharge logs, discharge records (Monthly) | Due by the 5th day of the following month |
| **Requirements of discharging vessels:** |
| NOI to request discharge under the Wastewater Discharge General Permit. | Due 30 days prior to discharge |
| Wastewater Sampling Quality Assurance Project Plan(QAPP requirements at 18 AAC 69.025) | March 1 |
| Sampler qualifications for approval | Due 21 days prior to the first sample event |
| Vessel Specific Sampling Plan (VSSP) – Approved by DEC (Requirements at 18 AAC 69.030) | Approved VSSP required 21 days before sampling |
| Discharge Monitoring Report: Required of all GP vessels regardless of actual discharge. (Monthly) | Due by the 21st day of the following month |
| Effluent sample reports and electronic sample data (Twice per month) | Due 21 days after analytical testing is completed |
|  **Requirements of non-discharging vessels:** |
| Holding Plan (for non-discharging vessels only) – Approved by DEC  | Approved Holding Plan required 21 days before arrival to Alaska |
| **OTHER Requirements:** |
| Discharge or offloading of hazardous waste (copy of report or notice as required by US or Canadian laws, per AS 46.03.475(d)) | Due 21 days after providingreport/notice to US/Canadian agency |
| **POST-SEASON Requirements:** |
| Voyage Report: written or electronic vessel voyage report (highlight deviations if different from registration count) | 14 days after last voyage in AK waters |
| Deviation Reports | 14 days after last voyage in AK waters |
| Additional payment/Refund request (for added/deleted voyages): regulations require a signed refund request.**NOTE:** Request for refund is required by owner/operator. Refunds will not be issued based on end of season voyage reports. | 14 days after last voyage in AK waters |

**Table 2. CPVEC Requirements and Due Dates: Small Cruise Ships**

|  |  |
| --- | --- |
| **Document** | **Due Date (2024)** |
| **Registration Requirements:** |
| Registration with original notarized signature page submitted (AS 46.03.461, 18 AAC 69.010) | March 1 |
| Nonhazardous Solid Waste Offloading and Disposal Plan(AS 46.03.475(e)(1), Plan requirements at 18 AAC 69.035) | March 1 |
| Hazardous Waste and Hazardous Substance Offloading Plan (AS 46.03.475(e)(2), Plan requirements at 18 AAC 69.040) | March 1 |
| Environmental Compliance Fee and Ocean Ranger Fee | June 1 |
| **Requirements of discharging vessels:** |
| Best Management Practices (BMP) Plan (AS 46.03.462(k)) | March 1 |
| Wastewater Sampling Quality Assurance Project Plan (QAPP requirements at 18 AAC 69.025) | March 1 |
| Sampler qualifications for approval | Due 21 days prior to the first sample event |
| Vessel Specific Sampling Plan (VSSP) – Approved by DEC (Requirements at 18 AAC 69.030) | Approved VSSP required 21 days before sampling |
| Effluent sample reports and electronic sample data (As required by DEC) | Due 21 days after analytical testing is completed |
| **Requirements of non-discharging vessels:** |
| Holding Plan (for non-discharging vessels only) – Approved by DEC  | Approved Holding Plan required 21 days before arrival to Alaska |
| **OTHER Requirements:** |
| Discharge or offloading of hazardous waste (copy of report or notice as required by US or Canadian laws, per AS 46.03.475(d)) | Due 21 days after providing report/notice to US/Canadianagency |
| **POST-SEASON Requirements:** |
| Voyage Report: written or electronic vessel voyage report (highlight deviations if different from registration count) | 14 days after last voyage in AK waters |
| Deviation Reports | 14 days after last voyage in AK waters |
| Additional payment/Refund request (for added/deleted voyages): regulations require a signed refund request.**NOTE:** Request for refund is required by owner/operator. Refunds will not be issued based on end of season voyage reports. | 14 days after last voyage in AK waters |

**Online Resources Commercial Passenger Vessel Operators in Alaska**

**CPVEC**

* Cruise Ship Program: <http://dec.alaska.gov/water/cruise-ships/>
* Links for Cruise Ship Operators:

<http://dec.alaska.gov/water/cruise-ships/cruise-operator/>

* Cruise Ship Program Laws (AS 46.03.460 – 490) and Regulations 18 AAC 69): <http://dec.alaska.gov/water/cruise-ships/laws-regs/>

**Division of Air – Visible Emissions (Opacity Requirements)**

* Air Compliance Program: <https://dec.alaska.gov/air/air-compliance/>
* Air Quality Control Regulations 18 AAC 50: <http://dec.alaska.gov/water/cruise-ships/laws-regs/>
* Excess Emission Self Report Form: <http://dec.alaska.gov/water/cruise-ships/cruise-air/>

**SPAR Division – Oil Spill Prevention Requirements (COFR and C-Plan)**

* [Spill Prevention and Response (alaska.gov)](https://dec.alaska.gov/spar)

*Note: Cruise Ships are categorized as Nontank Vessels (NTVs). see* AS 46.04.900 (11).

* NTV requirements for operations in AK waters:
	+ Certificate of Financial Responsibility (COFR):

<http://dec.alaska.gov/spar/ppr/contingency-plans/financial-responsibility/apply-for-fr>

* + Contingency Plan (C-Plan):

<http://dec.alaska.gov/spar/ppr/contingency-plans>

* Regulations and Technical Guidance: <http://dec.alaska.gov/spar/ppr/regulations-guidance>

**EPA – Vessel General Permit (VGP)**

* <https://www.epa.gov/npdes/vessels-vgp>

**USCG – District 17 (Alaska)**

* <https://www.pacificarea.uscg.mil/Our-Organization/District-17/>
* <https://www.pacificarea.uscg.mil/d17/contact-us/>